



STATE OF WASHINGTON  
**DEPARTMENT OF LABOR AND INDUSTRIES**

Public Disclosure Unit • PO Box 44632 • Olympia, WA 98504-4632  
360.902.5556 Fax 360.902.5529

November 4, 2002

REQUESTER  
000 OLYMPIA AVE  
OLYMPIA WA 98501

**NEW LETTER**

RE: Request received November 1, 2002  
Subject: Information requested

Dear Requester:

We received your public records request and are now searching for the materials you requested. We will respond within 30 days to let you know if:

- The records are available.
- Additional time is needed.
- Any of the records will be withheld for legal reasons.
- Copy charges will apply and, if so, the amount.

**Getting your copies**

Your copies will be provided free of charge if:

- Your request totals less than \$20.
- You are requesting records related to an injured worker case, and you are the worker, the worker's legal representative, or a member of the worker's immediate family.

Otherwise, copy charges will apply. We will send you the available records and enclose a bill. (Note: If your bill is for more than \$100, pre-payment is required. We will call you with the total due and wait for your payment before sending the records.)

**Viewing the materials before requesting copies**

If you prefer to personally inspect the records before choosing what you want copied, call (360) 902-5556 to make an appointment. File inspections are available at our Tumwater office.

Please call if you have questions or need further assistance.

Sincerely,

(Staff name)  
(Title)

Request ID (# 00000)